

FINELINE

December 2005*A Division of Finance monthly communication service*

Annual Report Shows Utah's Financial Condition

With the completion of the fiscal year 2005 audit, the State's Comprehensive Annual Financial

Report (CAFR) will be distributed in December.

We wish to thank all those who helped in the yearend closing process, which enabled us to finalize the State's accounting records. With your help,

we again received a clean (unqualified) audit opinion from the State Auditor.

The CAFR is required by state law and complies with generally accepted accounting principles. It is the official record of the State's financial position at June 30, 2005. It is sent to legislators, department and division directors, budget and accounting officers, the State's bond rating agencies, banks, other states, the U.S. Census Bureau, and other interested parties.

An important feature in the CAFR is the Management's Discussion and Analysis (MD&A). The MD&A provides an analysis of the State's financial position and results of operations for the fiscal year in narrative format, backed by charts and graphs that summarize data from the financial statements. The MD&A is meant to help readers evaluate whether the State's financial condition has improved or deteriorated. Following are some of the highlights from the MD&A.

Budget

- * The General Fund and Uniform School fund ended the fiscal year with "surplus" from unreserved and undesignated sources of \$63.8 million and \$108.1 million, respectively. By law, half of the General Fund surplus, or \$31.9 million, was transferred to the Rainy Day Fund and an additional \$7.3 million was carried forward by law for other purposes. The Rainy Day Fund ended the fiscal year with a balance of \$105.6 million. Twenty-five percent of the Uniform School Fund surplus, or \$27 million, was transferred to the Education Budget Reserve Account, which ended the year with a balance of \$40.5 million.
- * Combined tax revenues were 10.3% higher in the General Fund and 15.2% higher in the Uniform School Fund than in the prior year. In the General Fund, the major positive change in revenues was in sales and use tax, which increased \$143.3 million or 9.4% as Utah's economy continues to improve. The most significant change in Uniform School Fund revenues was in individual income tax, which increased \$239.8 million or 14.1%.
- * Expenditures in the General Fund increased approximately 6.4% over 2004, largely due to increased Medicaid program costs and new funding for higher

Statement of Condition

education. Human Services expenditures also increased sharply, primarily due to increased funding for people with disabilities and for child and family services.

Government-Wide

- * Appropriations from taxes and other general revenues covered approximately 54% of agencies' costs, compared to 55% in the prior year. Grants and charges for services (program revenues) covered the remaining agencies' costs.
- * The State reported \$9.9 billion in capital assets, net of depreciation. This is an increase of \$340.6 million from the prior year and includes all of the State's roads, bridges, and other infrastructure.
- * The State maintained its triple "A" rating on its general obligation bonds from all three rating agencies, the best ratings possible.

The 2005 CAFR will be available, in December, on the Finance Web site in portable document format (PDF) at: www.finance.utah.gov/reports/cafr.htm. ❖



Employees Should Know These Payroll Deadlines

W-2 Forms

Please be sure all employees are aware that W-2 forms will be mailed to employees' homes. Because W-2 forms are mailed to the name and address on the check stub or deposit advice, each employee should verify by December 16 that this information is correct. If

there is an error, contact the agency personnel technician to correct the name or address. Agencies should make name and address corrections for both current and terminated employees in the HRE Personnel System.

The Division of Finance will send all W-2 forms to State Central Mail on January 9, 2006, to be mailed to both current and terminated employees.

Use or Lose

The last day for employees to use or donate any annual or converted sick leave over 320 is December 30. The accrual of annual leave for pay period 26 that ends on December 30 should also be used or donated by this date.

Do Not Convert

For employees who are eligible, the Payroll System will automatically transfer eligible unused sick leave to converted sick leave on January 11, 2006. Employees who do not want the leave converted should notify their agency payroll person by December 30. If, for some reason, the hours convert anyway, employees have until February 28, 2006, to notify agency payroll personnel to move the hours back to "sick." ❖



Brenda Lee Sy Is Assistant Director of Finance

Congratulations to Brenda Lee Sy, who is the new Assistant Director of Finance. She fills the position vacated by John Reidhead when he was appointed Director of Finance.

Brenda, who was named State Accountant last April, has worked in state government for almost 16 years, including four years in the State Auditor's Office. She came to Finance as a Financial Reporting Accountant in 1994, and then was Manager of Financial Transactions.

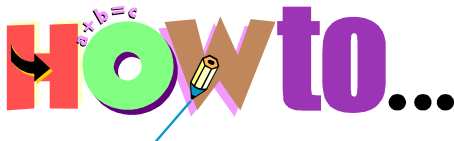
You contact Brenda at brendalee@utah.gov or, until she moves to her new office, you can call her at 801-538-3100. ❖

Congratulations

Use These Tips to Troubleshoot Problems With Forms

If you encounter a problem using forms on our Web site, here are some suggestions for troubleshooting the situation:

- ✓ Check to be sure you have Adobe Acrobat Reader version 6.0.1 installed on your computer. If you have more than one version installed, uninstall both versions, reboot your computer, and reinstall version 6.0.1. To complete installation, open Acrobat Reader and accept the end user license agreement. For help reinstalling Acrobat Reader, contact your agency LAN administrator.
- ✓ Clear out the Temporary Internet files in Internet Explorer by going to the Tools menu and selecting *Internet Options*. In the middle of the dialog box, click the *Delete Files* button. Click in the next dialog box to delete all offline content, and click *OK*. Click *OK* again to close the Internet Options box.
- ✓ Finally, if you are still having problems call the FINET Help Desk at 801-538-9690 for assistance.



The forms are available at www.finance.utah.gov/forms. ❖

Watch for E-Mail Newsletter on FINET Upgrade

Beginning in early December, we will be distributing information about the FINET upgrade through an e-mail newsletter. This monthly communique will go to all members of the FINET list server and will supplement information posted on the upgrade Web site (<http://efinance.utah.gov/advfin>).

We will no longer publish progress reports on the upgrade in the *FineLine*.

If you are currently a member of the FINET list server, you will automatically receive the new monthly e-letter. If you would like to join the list server, go to the Finance Web site at www.finance.utah.gov/email/finetlist.htm. Fill in your name and e-mail address, and click *Submit*. ❖

Don't Miss It!

ACT Members Are Agency's Resource for FINET Upgrade

If you use FINET, you should know that your agency ACT member plays a crucial role in helping Finance implement the FINET upgrade. Among the tasks assigned to your ACT member are:

- ✓ Communicating with employees in your agency about the upgrade by holding meetings to discuss the upgrade and its potential impact;
- ✓ Planning and preparing for possible changes to your business process; and
- ✓ Encouraging you and other agency personnel to use the FINET upgrade project Web site and read other Finance publications for additional information about the upgrade.



ACT members should also take the lead within their agencies for:

- ✓ Making sure that everyone attends the appropriate training;
- ✓ Converting and reconciling agency-specific data;
- ✓ Defining agency security requirements;
- ✓ Defining agency workflow requirements;
- ✓ Guiding agency-specific interface activities;
- ✓ Developing agency-specific policies and procedures;
- ✓ Overseeing the acquisition and installation of agency hardware and software;
- ✓ Providing agency-specific training.

Your agency's ACT member should have the background and knowledge to answer your questions and concerns about the FINET upgrade and should always be your first stop for information on the project.

If you are not sure who your agency's ACT member is, [click here](#) to check the list on the FINET Upgrade Web site. ❖

Frequently Asked Question from FINET Help Desk

Q How can I verify whether or not my agency has made payments to a particular vendor?

A If you know the Vendor ID number but not the specific voucher or vendor invoice numbers, use the Vendor Document Cross Reference Inquiry Table (VXRF). Here's how to check for the payment:



- ➡ Go to the VXRF and enter the Vendor number in the *Vendor/Provider* field.
- ➡ In the *Document ID* field, enter the document type, agency number, and document prefix (if known). You can enter these with or without a space between them.
- ➡ Press the F4 key (Display/Browse Data) to display the beginning of a list of payments for that vendor with your agency and prefixes. You can keep pressing F5 to scan for more documents.

Call the FINET Help Desk at 801-538-9690 if you need assistance. ❖

FINET Schedule

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. The FINET cycle schedule will change on most holiday weeks. Included below are the exceptions to the normal FINET schedule through January 6, 2006.

Dec. 2	FINET open; November monthend
Dec. 26	FINET closed; Christmas holiday
Jan. 2	FINET closed; New Year's holiday
Jan. 3	FINET open; Tuesday cycle
Jan. 6	FINET open; December monthend



Division of Finance Training

Payroll Training

Computer-based training on the Payroll System is available on the Division of Finance Web site at www.finance.utah.gov/training/courses.htm.

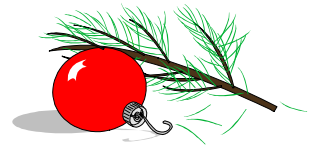


FINET Classroom Training

It's time for the next FINET system upgrade, and training will upgrade right along with it. The trainers are now working full-time to prepare the courses to make you productive in the new FINET. These courses will arrive early next year. While we are preparing to help you make the transition, we will not offer the usual instructor-led courses for the current FINET system. However, you may still use the on-line courses listed below.

FINET On-Line Courses

[FINET System Navigation](#), [FINET Overview](#), [Employee Reimbursements](#), [Purchasing and Disbursing](#), [Cost Accounting](#), [Grant Accounting](#), [Revenues and Receivables](#), [Internal Transactions](#), and [Fixed Assets](#)



FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Read descriptions of all our courses and link to on-line courses at:
www.finance.utah.gov/training/courses.htm.